

Town of Montville Water and Sewer Commission
Regular Meeting Minutes
May 6, 2019 – 6:00 p.m.
Town Council Chambers – Montville Town Hall

1. Water and Sewer Commission

a. Call to Order

Chairman Rogers called the regular meeting of the Water and Sewer Commission to order at 6:00 p.m.

b. Pledge of Allegiance

All stood and pledged the flag.

c. Roll Call

Present were Commissioners Chuck Longton, Brian Quinn, Shawn Jinkerson, Anthony Siragusa, and Chairman/Town Councilor Jeff Rogers. Also present was Mayor Ronald McDaniel, WPCA Superintendent Derek Albertson, and Accountant Maureen Benway. A quorum was present.

d. Alterations to the Agenda

Motion by Commissioner Longton; seconded by Commissioner Quinn, to remove Item I.K, *Executive Session*, from the Agenda. Discussion: none. Voice vote, 5-0, all in favor. Motion carried.

e. To consider and act on a motion to approve the Regular Meeting Minutes of April 1, 2019.

Motion by Commissioner Siragusa; seconded by Commissioner Longton to approve the Regular Meeting Minutes of April 1, 2019. Discussion: none. Voice vote, 5-0, all in favor. Motion carried.

f. Communications pertaining specifically to matters which concern the Commission None

g. Remarks from the Public Regarding Items on the Agenda with a three-minute limit

Chairman Rogers asked three (3) times for remarks. There were none.

h. Report from Operations/Administration Division

WPCA Chief Plant Operator/Superintendent Albertson submitted an Operations Report for April 2019 as follows:

Industry Notes

Every four years the *American Society of Civil Engineers* (ASCE) appraises 16 categories of infrastructure and then releases a national “report card” of its findings. Letter grades are based on capacity, condition, funding, future need, operation and maintenance, public safety, resilience, and innovation. In October 2018, the *Connecticut Infrastructure Report Card* awarded the state with a C- average for potable water systems and D+ for wastewater treatment systems (Woodard & Curran, 2018). It is the opinion of the Superintendent that the grade averages for the Town’s infrastructure are considerably higher than those suggested due to the existing “full cost of service” rate structure(s). Appropriate budgeting, best practices and proper planning tools (i.e., CMOM, CUPSS, CIP) will continue manage and improve the prioritize investment in infrastructure.

In the water industry, approximately 65 percent of operators were over 50 years old, and less than 3 percent of the operators were under the age of 30. To combat this problem of dwindling numbers of qualified operators, the Superintendent has reached out to the local high schools and several local universities/community colleges to educate students about careers in the water industry. Training of in-house personnel continues to be a priority with the expectation of operator certification advancement and cross-training in both wastewater and water groups.

Compliance/Process

Wastewater Treatment

Slightly elevated concentrations of BOD in the effluent were detected on April 3, 4 and 5 (at or just over the action level). It is typical to have settling issues during the spring months due to sudden temperature changes within the process tanks. The Superintendent's internal audit of all regulatory submittals (first quarter 2019) indicated the need for an additional filing which was completed on April 26.

Chlorine disinfection began April 17 and confirmatory biological testing of the plant effluent began on May 1. Existing chlorine delivery and monitoring equipment is being used currently; new equipment will be used at the completion of the improved disinfection project in August. Overall, chemical usage (e.g., polymer, chlorine) usage has dropped drastically with implementation of improved process control, recycle water pumping and tank cleaning operations. The Superintendent is authoring a new *Wet End Operations- Process Control Manual* for the instruction of the site wastewater operators by the Chief Operator (Marcel Antonini) and to document advances in operations.

Waste sludge was thickened to approximately 4.5% solids leading to less sludge (disposal) trucks this month as compared to April 2018.

The general permit for nitrogen draft credit exchange invoice (CTDEEP, 2018) indicated a 2019 payment will be made to the WPCA for approximately \$40,000. The nitrogen loading for 2018 (average of 63 lbs/day) was well below the action level (118 lbs/day); 16th best performance of the State's 79 WPCFs. Some recent publications suggest the USEPA will add additional controls to end of pipe nitrogen concentrations.

Laboratory Quality Assurance/Quality Control (*DMR QA/QC Study 39*) protocol testing was initiated this month. The testing is part of the annual control (check) placed on the WPCF laboratory and must be completed by August of each year.

The CTDEEP formalized their March 2019 inspections with an April 2019 Compliance Inspection Report. All areas of the WPCF were evaluated by the CTDEEP (Susan Unger, Environmental Compliance Specialist 2) with some minor issues raised which were promptly addressed. No formal regulatory action was taken. Questions were raised regarding the lack of an asset management program and operations plan. As discussed below, the Superintendent is writing the appropriate documents to bring the WPCF/collection system into compliance.

Water Supply

In April, the water supply met required standards. The *Consumer Confidence Report (CCR)* is being prepared to be posted to the WPCA website in July 2019. Efforts will be made to coordinate hydrant flushing with the fire department.

Finances

Significant Purchases: Discussion.

Account Balances: See attached submittal (balance sheets).

Staff

A staff meeting was held to communicate spring process control changes, safety concerns, and a review of the existing collection system/WPCF projects. New employee Mike Mateo (*Maintainer*) was welcomed to the team on April 8.

No reports of employee injury this month. Training was attended by operators for process control, environmental health and safety and forklift operation. *Work Zone Safety Week* (April 8 to 12) was supported with extra "tailgate" meetings prior to beginning work on roadside projects. An Operator II (Scott Farrington) attended a process control class on April 9. The Senior Laboratory Operator (Gerry Miner) attended laboratory certification training on April 30 and May 1. The Superintendent attended a USEPA Office of Water webinar for NutrientSmart (NSmart) nutrient

removal, a proposed (voluntary) program to recognize WPCFs that significantly reduce nutrients.

Equipment

The influent and effluent flow meters were calibrated (per permit requirements) on April 2.

On April 5 and April 9 efforts coordinated work efforts were made with Rand Whitney personnel to improve recycle water delivery, including replacement of the day tank recycle pump, sand filter improvements, and EQ and chlorine contact tank cleaning.

Woodard & Curran personnel onsite on April 8 and 9 to extend decant cycle to slow the flow rate through the six SBRs to ensure no entrapment of solids and improve seasonal disinfection. Also, a software correction to failed SCADA reporting program was made.

Doosan and Eversource personnel were met on April 9 to further define the proposed cogeneration (fuel cell) project and associated energy savings. LuAnn Dinihanian (Eversource Energy) had requested site plans and easement definitions for the WPCF driveway for the proposed fuel cell natural gas feed line. A cursory review of first quarter energy billing for 2019 indicated a consistent cost for electricity- approximately \$50,000 per month for the WPCF operation; the project would reduce this expenditure.

The smart TV/computer (located in the conference room) was activated for remote meeting capabilities (i.e., Skype). Also, this would permit the conference room to act as a "command center" in the event of a storm event.

The sewer inspection equipment trailer will arrive in May with formal training (of the camera and jetting equipment scheduled).

The truck safety light inspection indicated some vapor intrusion within the roof-mounted units. The units are under warranty and will be repaired to ensure visibility during night time response.

Cost estimates were received from H. O. Penn Machinery Company for Caterpillar generators (for emergency power) for the Holly Hill and Pheasant Run Pump Stations. The quotes are consistent with the pre-approved state bid list. An older emergency generator (from the water tower) will be placed at the Mayo Avenue Pump Station.

A RFP was developed for the conversion of the existing *Freightliner* truck to a septic pump truck. The RFP will be posted on the WPCA website on June 1.

New RAS/WAS pumps were installed within two SBR units at the WPCF. The SBR Decanter units were all calibrated, repaired and reinstalled.

Projects

Grit Chamber: MCA personnel were onsite on April 17 to field inspect the proposed area for grit removal equipment to be installed adjacent to the rag removal building. Brian Lynch, previous WPCA Administrator had executed a 2018 contract to install a grit removal system adjacent to the rag removal unit to be conducted by Martinez Couch & Associates (MCA). Two MCA 2017-2018 invoices were authorized for payment in April. This project was authorized under a previously approved monetary grant (USEPA assistance originally issued to Rand Whitney). George Hicks of the CTDEEP has been updated on the status. Groundbreaking will occur in the fall 2019.

FOG: Certain food establishments (Class III and IV) will be inspected to determine compliance with the CTDEEP *General Permit for the Discharge of Wastewater Associated with Food Service Establishments*.

CMOM: A draft *Capacity, Management, Operation and Maintenance* (CMOM) document was written by the Superintendent and submitted to CTDEEP. The document is prepared for the management of the wastewater collection system to prevent potential untreated wastewater releases. The program development is collaborative with the CTDEEP with a kickoff slated for July of this year. As part of the CMOM work, the wastewater and water *Fixed Asset List* (> \$5,000)

will be updated. Additional (associated) documentation will be created, including a *System Evaluation and Capacity Assurance Plan* (for the wastewater collection system) and an *Overflow Response Plan*.

CUPSS: A *Check-Up Program for Small Systems* (CUPSS) document/program is being developed per USEPA guidelines. The document is prepared for the management of the water supply system. The CUPSS program encourages the efficient use of materials and equipment to prevent potential water losses.

Rand Whitney: The Rand Whitney (effluent water) pipe lining was proposed for an area along Depot Road and then extending to the plant. The work is scheduled to begin in either June or July.

Emergency Services: Following the bid award, a formal contract was initially reviewed by the Town attorney (Halloran & Sage LLP) and then executed by B & W Paving & Landscaping, LLC. B & W will be met (if approved for proposed work by the WPCA) to exchange necessary information (i.e., phone numbers, inventory) in preparation of emergency response.

Manhole Repairs: The manhole located at the intersection of two state highways (Routes 32 and 163) was repaired on March 13 by Prime Electric. R & B Vaill Sewer & Septic LLC was directed to repair seven (priority) manholes.

Evaluation of the Existing Chlorination System/ Effluent Disinfection Upgrade: An April 18 meeting with the WPCA engineer (Wright-Pierce) provided an update to the Chlorine Building/Chlorine Storage construction; the project will be completed in late August 2019.

Recycle Water System(s) Upgrade: The project involves the installation of a smaller recycle pump installed in the chlorine contact chamber with a PLC and VFD controls. The lower recycle pumping rate will result in better disinfection (with less chlorine usage) and better control of the recycle water supply to Rand Whitney Containerboard. The CTDEEP has approved the allocation of grant funding for this project.

CIP Projects

SCADA/Motor Control Upgrades: The upgrades continued at the Derry Hill and Kitemaug Pump Stations by the staff and WPCA engineer (Woodard & Curran) with new controls and remote monitoring capability. Inspections and an initial reconnaissance were completed on April 25 by (Paul Couture) for two pump stations for the following FY, including Orchard Drive and Lathrop Road. The upgrades will be put online in June 2019.

Main Pump Replacement: New Influent Pumps will be installed in May 2019 due to a delay in pump delivery. The lead/lag pumps are considered “passable” for less clogging and will replace the existing 20-year old (original pumps).

SBR Diffuser Replacement: The air delivery system for SBR-4 is failing due to a break in a manifold/header PVC pipe. The pumping down of the tank (with cleaning) will occur in late summer or early fall of this year with pipe and diffuser replacement.

Cross Country Clearing: The April meeting with the WPCA Engineer (Wright-Pierce) included a review and acceptance of their proposal containing a scope of work consistent with the FY 2019 CIP. The project addresses the clearing and installation of a gravel road in a sewer main area extending from Colchester Road to Fellows Road. Authorization was made to conduct Task I: Preliminary Design, including a site walk, a review existing plan drawings, survey and wetlands delineation, stakeholder outreach, and permitting. Surveying and aerial (drone) inspections were conducted during the week of April 22 and wetland survey work was completed the following week.

Chief Plant Operator/Superintendent Albertson commented on his monthly report, specifically on 1) the *Industry Notes* and infrastructure cited by the American Society of Engineers, 2) the number of operators over age 50 (65%) in the water industry and the significant shortage of operators in the next few years; 3) the CIP cross country clearing project with Task 1 underway; 4) and paving

at Black Ash and Fitch Hill roads. He also commented, “The system is tight” and referenced the most consecutive days of rain ever recorded in the month of April. Superintendent Albertson also said he was cautioned about seeking help from the prison regarding the cross country clearing given the nature of the work. Mayor McDaniel stated previous prison workers have used chainsaws all of the time and early release has hampered with help on Town projects. He said he would reach out to the new manager at the prison. Commissioner Jinkerson asked whether the monthly report could be in bullet format; Superintendent Albertson said it could.

i. Report from the Mayor

Mayor McDaniel reported he received the proposal from Eversource concerning the Doosan project but said the Town Council had concerns with the third party aspect. He also updated the Commission on details about a recent sewer backup for which the Town was found not to be responsible. Mayor McDaniel said the owners’ willingness to only pay half of the charges was unacceptable. Superintendent Albertson will follow up with CIRMA regarding the same.

j. Report from Engineers

Superintendent Albertson stated engineering projects were summarized in his monthly report.

k. Executive Session. – *This item was removed from the Agenda.*

To Consider and Act on a Motion to enter into Executive Session for status update of the personnel matter.

l. Old Business -- *None*

m. New Business

- 1. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to authorize the sale of a new (unused) trailer tank to DW Transport for \$10,000.

Motion – Discussion – Roll Call

SAR-NO. 2019-06 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to authorize the sale of a new (unused) trailer tank to DW Transport for \$10,000. Motion by Commissioner Longton; seconded by Commissioner Quinn. Discussion: At the request of Chairman Rogers, Superintendent Albertson explained the tanker was purchased prior to his tenure for the purpose of sludge hauling, but was never used. The original cost for the trailer was \$15,000. In addition, there was concern about MDC who Mayor McDaniel said was not going to renew the contract with the WPCA. Superintendent Albertson responded to Commissioner Longton that any foreseeable use of the trailer would not be cost effective. Roll Call vote: *In favor*, Commissioners Jinkerson, Quinn, Siragusa, and Chairman Rogers. *Opposed*, none. Motion carried, 5-0.

- 2. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to adopt the proposed mission, vision, and values statements prepared by the Superintendent Albertson.

Motion – Discussion – Roll Call

SAR-NO. 2019-07 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to adopt the proposed mission, vision, and values statements prepared by the Superintendent Albertson. Motion by Commissioner Siragusa; seconded by Commissioner Quinn. Discussion: At the request of Chairman Rogers, Superintendent Albertson explained he searched ordinances and documents and could not find a WPCA mission statement and said most have one. Chairman Rogers applauded the Superintendent’s efforts. Commissioner Jinkerson said, “The value statement caught him off guard” but, “he nailed it” for customers and staff. Roll Call vote: *In favor*, Commissioners Jinkerson, Quinn, Siragusa, and Chairman Rogers. *Opposed*, none. Motion carried, 5-0.

n. Reports/referrals from Planning & Zoning

Commissioner Siragusa spoke about the approval of a 10-year plan for future money spending and to set aside for water extensions. The request came from the Commission to the Town Council and was authorized, per Mayor McDaniel.

o. Payment of Bills

- 1. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to pay the Town of Montville Finance Dept. Five Thousand Dollars and No Cents (\$5,000.00) for financial services during the F/Y 18 – 19.
Motion – Discussion – Roll Call

SAR-NO. 2019-08 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to pay the Town of Montville Finance Dept. Five Thousand Dollars and No Cents (\$5,000.00) for financial services during the F/Y 18 – 19. Motion by Commissioner Siragusa; seconded by Commissioner Longton. Discussion: Commissioner Siragusa said the WPCA did not pay the bills in FY 2016/17. Accountant Benway also said the bills were not paid. She said the bills for FY 2017/18 were paid (\$5,000) but said she requested a breakdown of those bills from the Finance Department as to what the bills entailed but did not get it. Commissioner Siragusa said there was negotiation with the Town to pay the bills. Chairman Rogers said the bills were discussed last year and negotiated down from \$20,000 (more than the Town did for the WPCA) to \$5,000. Roll Call vote: *In favor*, Commissioners Jinkerson, Quinn, Siragusa, and Chairman Rogers. *Opposed*, none. Motion carried, 5-0.

- 2. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to pay the Town of Montville Finance Dept. Five Thousand Dollars and No Cents (\$5,000.00) for financial services during the F/Y 16 – 17.
Motion – Discussion – Roll Call

SAR-NO. 2019-09 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to pay the Town of Montville Finance Dept. Five Thousand Dollars and No Cents (\$5,000.00) for financial services during the F/Y 16 – 17. Motion by Commissioner Longton; seconded by Commissioner Siragusa. Discussion: The Commission revisited the FY 2016/17 bills as discussed earlier under the motion for payment of bills for FY 2018/19. The Commission was informed by Accountant Benway the bill for the debt came by email from Finance Director Hart. Commissioner Siragusa responded to Commissioner Longton that the debt for FY 2016/17 should be cleared upon payment of the bill. Negotiations concerning lowering the bill from \$20,000 to \$5,000 was conducted by former WPCA Administrator Lynch with Finance Director Hart. Commissioner Siragusa asked if the Commission could get a letter confirming payment of the FY 2016/17 bill. *Motion amended* by Chairman Rogers; seconded by Commissioner Siragusa that the WPCA hereby pays \$5,000 for financial services during FY 2016/17 and upon payment makes the Town hold for any/all past financial services for the WPCA. Discussion: none. Roll Call vote: *In favor*, Commissioners Jinkerson, Quinn, Siragusa, and Chairman Rogers. *Opposed*, none. Motion carried, 5-0.

- 3. THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to pay invoice #045-258681 to Tyler Technologies for SAAS support 4/1/19 – 3/31/20 in the amount of \$23,500.00.
Motion – Discussion – Roll Call

SAR-NO. 2019-10 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to pay invoice #045-258681 to Tyler Technologies for SAAS support 4/1/19 – 3/31/20 in the amount of \$23,500.00. Motion by Commissioner Siragusa; seconded by Commissioner Quinn. Discussion: Superintendent Albertson explained that the invoice was for an accounting service used by Accountant Benway to manage water and waste water accounts. He said the service provides accounting and a utility billing program that is cloud-based and includes

software updates. Per questions by Commissioners Longton and Jinkerson, Accountant Benway responded the company backs up all data but she is able to access the data on a daily basis (*Longton*); and she could recreate data although that is the responsibility of the company (*Jinkerson*). Roll Call vote: *In favor*, Commissioners Jinkerson, Quinn, Siragusa, and Chairman Rogers. *Opposed*, none. Motion carried, 5-0.

II. Water Commission

a. Report from Engineers

Superintendent Albertson reported that other than the pressure relief valve and the State complying with TTHM, there was nothing new to report.

b. Old Business

Commissioner Siragusa asked that a letter be sent to the Finance Department to set aside funds for future water use as he discussed earlier in the meeting. Chairman Rogers reported he sent an email regarding the topic on May 3rd to Superintendent Albertson, Mayor McDaniel, Town Council Chairman McNally, and the Commissioners which he read into the record. The email spoke to Commissioner Siragusa's request with endorsement by the Commission. The Town Council Chairman responded to the email asking whether there is a plan in place for expansion and firefighting referencing the three (3) tankers that were purchased, more than any other towns. Per discussion, Commissioner Quinn asked about the Town's involvement with the WPCA to which Commissioner Siragusa explained was the issue of the CIP and his proposed plan to set aside \$100,000 over 30 years for future water expansion. Superintendent Albertson spoke of the water supply plan and one Wright Pierce wrote for water expansion (10 years) that saw no growth. The Commission discussed the PSA's that limit water expansion. Mayor McDaniel explained the Town pays for water through the budget process and needs are addressed through the CIP. He also said expansion is needed in the north and west areas of Town; he said the south and the east areas are covered. Commissioner Jinkerson said the people need to know why money is being put aside. Commissioner Siragusa stated it would be impractical cost wise to build without available water. Superintendent Albertson said that per the documents he had read he saw no immediate need for water. Commissioner Longton responded that there is land for expansion but no available water/sewer. Commissioner Siragusa said expansion starts with developers. Chairman Rogers asked that the topic be kept on the Agenda and that Superintendent Albertson research the issue.

c. New Business

1. **THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES** to eliminate collection of fees from the Town of Montville Fire Marshal's Office for services and maintenance of the hydrant system.

Motion – Discussion – Roll Call

SAR-NO. 2019-11 THE TOWN OF MONTVILLE WATER AND SEWER COMMISSION HEREBY RESOLVES to eliminate collection of fees from the Town of Montville Fire Marshal's Office for services and maintenance of the hydrant system. Motion by Commissioner Longton; seconded by Commissioner Siragusa. Discussion: Chairman Rogers said he added this item motion to the Agenda and explained the Town gives funds to the Fire Marshal for service and maintenance to the hydrants which should be a WPCA function since hydrants are only available to water users. Commissioner Quinn said he researched the issue and said it was common practice to pay whoever maintains the hydrants. Commissioner Siragusa asked for the number of Town water customers (approximately 480) and said taking money from the WPCA budget would mean the ratepayer pays twice. He said once money is taken from the budget as needs increase, rates will increase. Chairperson Rogers countered that the burden was being put on the people who use the water. Roll Call vote: *In favor*, Commissioners Jinkerson, Quinn, and Chairman Rogers. *Opposed*, Commissioner Siragusa. Motion carried, 4-1.

d. Remarks from the Public

Chairman Rogers asked three (3) times for remarks. Accountant Benway asked when files would be unlocked that had been secured for eight (8) weeks so she could do her job.

e. Remarks from Commission Members

Commissioner Siragusa remarked he was disappointed that money was being taken from water customers. Commissioner Jinkerson said he understood Commissioner Siragusa's explanation as he expressed earlier in the meeting but said he wants the issue to be transparent as to what is being done. Commissioner Longton remarked that all budgets and CIPS set aside funds per year and was a line item before it is clear what the money is for. He said a determination needs to be made as to where expansion will take place and what will be done to make it happen. Superintendent Albertson agreed that talk should take place. Chairman Rogers said that ratepayer funds go into a public trust and should be earmarked for a plan as Town Council Chair McNally voiced in his email response read earlier. Commissioner Longton suggested the Commission read the Almont Study (*for fire suppression*) and the Town Conservation Plan. Commissioner Jinkerson asked whether the Town could guide the Commission to which Commissioner Siragusa responded that the Town Planner could do in five (5) minutes. Chairman Rogers responded to Accountant Benway's remarks about the closed files. He said the audit on expenditures was almost done and the doors to the files would stay locked for another 2-3 weeks.

f. Adjournment

Motion made by Commissioner Siragusa, seconded by Commissioner Longton to adjourn the meeting at 7:27 p.m. Discussion, none. Voice Vote, 5-0, all in favor. Meeting adjourned.

Respectfully submitted by,

Gloria J. Gathers
Recording Secretary, Town of Montville

AN AUDIO RECORD OF THE MEETING IS AVAILABLE ON THE TOWN WEBSITE.